

# ADMINISTRATIVE ASSISTANT

## GENERAL ADMINISTRATIVE ASSISTANT OPTION

The general administrative assistant option provides students with specialized skills in keyboarding, word and data processing (including transcribing, calculating, and printing), business communications, accounting, and records management. Successful graduates are qualified for employment in most office environments. **See page 54 for the Administrative Assistant program of study.**

### Required Program of Study for Diploma (1 year)

First Semester		Second Semester	
Course	Credits	Course	Credits
OFFT 1000 Office Calculations.....	1	OFFT 1880 Office Practicum.....	3
OFFT 1090 Microsoft Word I.....	3	OFFT 2100 Administrative Professional Procedures.....	3
OFFT 1110 Records and Information Management.....	3	OFFT 2440 Microsoft Word II .....	1
OFFT 1170 Business English .....	3	ACCT 1060 Basic Accounting Procedures or	
OFFT 1420 Intermediate Keyboarding .....	3	ACCT 1200 Accounting I.....	3
BSAD 2050 Business Communications.....	3	BSAD 2160 Customer Service & Business Etiquette.....	3
	16	INFO 1710 Web Page Development.....	1
		INFO 2100 Spreadsheet Applications .....	3
			17
		<b>Total Credit Hours</b>	<b>33</b>

### Required Program of Study for Associate of Applied Science Degree (2 years)\*

#### FRESHMAN YEAR

Successful completion of the Diploma Program.

#### SOPHOMORE YEAR

First Semester	
Course	Credits
OFFT 1300 Cooperative Internship I.....	3
OFFT 1540 Microsoft PowerPoint .....	1
OFFT 1570 Voice Recognition Software.....	1
OFFT 1580 Microsoft Outlook .....	1
OFFT 1600 Machine Transcription.....	2
ACCT 1200 Accounting I** .....	3
Math/Algebra (MATH 1045 or higher).....	3
ECON 1040 Personal Finance .....	2
	13-16

#### Second Semester

Course	Credits
OFFT 1310 Cooperative Internship II.....	3
OFFT 1515 Microsoft Certified Application Specialist-Word...1	
OFFT 2500 Advanced Office Integration.....	3
BSAD 1000 Human Relations and Ethics .....	3
ACCT 2020 Accounting with Quickbooks.....	3
INFO 2110 Access Database Applications.....	3
	16

**Total Credit Hours 62-65**

\*The associate of applied science degree is suggested for those seeking employment upon graduation and feel quite sure that they will not continue their education toward a four-year degree.

\*\*If student did not complete ACCT 1200 as part of the diploma program.

### Suggested Program of Study for Associate of Arts Degree (2 years)\*

#### FRESHMAN YEAR

Successful completion of a minimum of 30 semester hours from the diploma program..

#### SOPHOMORE YEAR

First Semester	
Course	Credits
ENGL 1010 English Composition I.....	3
HPER 1500 Lifetime Wellness .....	3
Oral Communication** .....	3
Behavioral Science**.....	3
Mathematics** .....	3-5
Elective*** .....	3
	18-20

#### Second Semester

Course	Credits
Fine/Performing Arts** .....	3
History** .....	3
English/Literature** .....	3
Natural Science** .....	4-5
Social Science** .....	3
	16-17

**Total Credit Hours 67-70**

To earn an associate of arts degree, a student must satisfactorily complete a minimum of 60 semester hours that include the general education requirements listed on page 37 of this catalog.

\*The associate of arts degree is primarily for students interested in a liberal, well-rounded program and suggested for those considering transferring to a four-year institution at some future time.

\*\*See general education requirements on page 37.

\*\*\*Suggested electives: BSAD 1010 Introduction to Business, ACCT 1210 Accounting II, BSAD 2120 Principles of Management, or BSAD 2250 International Business